



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0074

Vacancy Description: Supv. Env. Info. Mgmt. Specialist, GS-301-13 / 14 (WST)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0301-13/14

Hiring Agency: Environmental Protection Agency

Contact Information: Yvette Sandoval, 415-972-3823, sandoval.yvette@epa.gov

Promotion Potential: GS-14

Date Opened: 5/8/06

Date Closed: 5/26/06

Salary: 84713 - 130134

Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

RELOCATION EXPENSES:

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY:

This merit promotion announcement is open to current permanent EPA employees.

EPA employees outside of Region 9 MUST submit by fax, e-mail, or mail your most recent SF-50 (Notification of Personnel Action) by the closing date of the vacancy announcement. If you are not at the full performance level in your current position, be sure to submit a copy of a SF-50 that indicates your position's full promotional potential.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Waste Management Division, RCRA Information Management Office, San Francisco, California.

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-13: \$84,713 - \$110,122 per annum

GS-14: \$100,104 - \$130,134 per annum

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-14. The position may be filled at either the GS-13 or GS-14 grade level. The



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primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-13 grade level may be promoted progressively to the full performance level of GS-14 without further competition.

DESCRIPTION OF WORK AT THE GS-14 LEVEL

The incumbent serves as the supervisor of the RCRA Information Management Office within Region 9 and works under the general guidance of the Director, Waste Management Division (WMD). The incumbent will plan, develop, coordinate, and direct aspects of programs and activities promulgated under the Resource Conservation and Recovery Act (RCRA) and other statutes associated with management of RCRA data systems and data collection efforts, including the development and maintenance of the Local RCRA Application System (LORA), the Biennial Hazardous Waste Report cycle, management of the RCRA Notifications program (issuance of RCRA identification numbers), management of WMD's website, and development of RCRA data systems and reports to track facility status and report program accomplishments. More specifically, the incumbent will bridge the capabilities and capacities of information systems with evolving RCRA programmatic directions, needs, and priorities in providing management tools for tracking program performances. The incumbent will supervise a team that analyzes environmental information through the use of software tools such as the Geographic Information System (GIS) and evaluates national and regional environmental trends and initiatives. The incumbent will serve as the Division's focal point for developing and providing stewardship for new and emerging information management initiatives, including developing a long-term vision and future for the RCRA information management program. Provides advice and problem-solving assistance on matters related to the development, authorization, implementation, and monitoring of state information management programs. The incumbent will manage, supervise, and assign work to technical and administrative staff. The incumbent will identify, distribute, and balance workloads and tasks among employees in accordance with established work flow, skill level, and/or occupational specialization. The incumbent will perform other duties as assigned.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

- Union: EXCLUDED
- Medical Monitoring: NO
- Drug Testing: NO
- Financial Disclosure: YES
- Supervisory Probationary Period: YES (if applicable)
- One Year Probationary Period: NO, unless on a current probationary period.
- Position Sensitivity Level: Nonsensitive

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards



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(www.opm.gov/qualifications/index.htm). Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

GS-13: Minimum qualifying experience is one year at the GS-12 level which demonstrates expertise in performing analytical assignments requiring substantive knowledge of agency programs and complex policy matters. This experience includes responsibility for representing the organization, independently resolving high-priority issues, and facilitating the formulation of a decision. The experience must demonstrate supervisory aptitude.

GS-14: Minimum qualifying experience is one year at the GS-13 level which demonstrates leadership responsibilities for performing complex, analytical and/or technical assignments requiring substantive knowledge of agency programs to resolve controversial policy matters. This experience includes representing the organization to gain support for the agency's program goals and/or mission. The experience must demonstrate supervisory aptitude, i.e. establishing program objectives or performance goals and assess progress toward their achievement.

There is no allowable substitution of education for the GS-13 or GS-14 levels.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via www.epa.gov/ezhire/. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A.



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1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire/ web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

2. Submit all required supplemental application materials (see Who May Apply) by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Failure to submit supplemental information will result in an ineligible rating.

A. For non-EPA Region 9 employees, submit a copy of your most recent SF-50 Notification of Personnel Action or the last SF-50 that indicated you held a non-temporary competitive service position (for reinstatement or transfer eligibility) or if you are in an excepted service position, your appointment SF-50 that indicates how you were appointed into the Federal Government. If you are not at the full performance level in your current position, be sure to submit an SF-50 that indicates your position's fully known performance potential (Mandatory, if applicable - Failure so submit by the closing date will result in an ineligible rating.)

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been



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requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9
Human Resources Office, PMD-12
Attn: Reg 9-MP-2006-0072
75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at (415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.